



March 19, 2010

Dear Vendor,

For the third time, Indianapolis will host the Indianapolis Chinese Festival to celebrate and honor the Chinese culture in our city. As I said in my State of the City Address, "We must dedicate ourselves now to increasing our city's international profile."

By hosting this Chinese festival, and events like it, we will garner a great deal of positive interest from sister countries and cities, which will lead to mutually beneficial economic and educational exchanges and also international development opportunities. The third Indianapolis Chinese Festival will be held September 12, 2010, from 11 a.m. to 8 p.m. at the Military Park. As an important member of our community, we need you to support us in this effort.

The Chinese community, through their active participations and contributions to the United States, Indiana, and Indianapolis, has greatly enriched American culture and society. This festival offers all who attend a chance to engage in traditional Chinese cultural activities, but also offers an opportunity to learn about the many contributions the Chinese have made to Indianapolis.

Enclosed you will find the following information: a vendor application, food vendor license application and the 2010 Indianapolis Chinese Festival "quick facts."

Please return the application as soon as possible (for specific submission deadlines, please check the "quick facts" sheet). Thank you for your consideration and involvement. With your help, the 2010 Indianapolis Chinese Festival will be a great success.

Best Regards,

Gregory A. Ballard

Mayor

City of Indianapolis

中國節



INDIANAPOLIS
CHINESE FESTIVAL 2010

VENDOR APPLICATION & RECEIPT

Please print

Date: _____

Company or Group Name: _____

Contact Name: _____ E-Mail: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

BOOTH TYPE check all that apply	SHORT EXPLANATION please describe what kind(s) of activities will take place in your booth(s)	BUSINESS COMPANY COST	# OF BOOTHES NEEDED	TOTALS
<input type="checkbox"/> Family and Kid Crafts	_____	\$ 150	_____	_____
<input type="checkbox"/> Art and Culture	_____	\$ 150	_____	_____
<input type="checkbox"/> Food/Merchandise Vendors	_____	\$ 150	_____	_____
<input type="checkbox"/> Non-Profit Organization	_____	\$ 50	_____	_____
			GRAND TOTAL	_____

Amount Due / Enclosed: \$ _____ Check Number: _____

(Pay by check or money order only, please do not send cash)

Upon receipt, signed confirmation will be
mailed back to your office for your records.

Payable to:

The Greater Indianapolis Progress Committee
2501 City-County Building
200 East Washington Street
Indianapolis, IN 46204

PLEASE INCLUDE COMPLETED ELECTRICAL REQUIREMENTS FORM WITH SUBMISSION!

By signature of this agreement, the Applicant agrees to abide by White River State Park (WRSP) event rules and City of Indianapolis/Marion County regulations. Applicant understands and agrees that WRSP is not responsible for the safekeeping of, damage to, or loss of any personal property under control of the Applicant. Applicant assumes full responsibility for risk of damage of such property. Applicant agrees to hold WRSP and the City of Indianapolis/Marion County harmless of all claims.

Applicant Signature: _____ Title: _____

Company/I Organization Name: _____ Date: _____

Date Received: _____

OFFICE USE ONLY

Amount: \$ _____

By: _____

Director

中國節



INDIANAPOLIS
CHINESE FESTIVAL 2010

BOOTH ELECTRICAL/WATER NEEDS APPLICATION

This form is required in order to supply your booth with power & water.

Please print

Date: _____

Vendor/Booth Name: _____

Contact Name: _____ E-Mail: _____

Phone: _____ Fax: _____ Cell: _____

NOTE: "Watts" (W) or "Amps"/"Voltage" (V) are listed on the UL label or stamped on most electrical equipment that may be used in booths. Smaller equipment may only list Watts and Volts (W/V). 120 Phase usually lists "Watts" (W)
240 Phase usually lists "Amps"

TOTAL # _____ Indicate TOTAL # of electrical equipment and appliances in your booth.

LIST ALL equipment types – i.e., fryers, warmers, heat lamps, refrigerators, computers, CD players, etc.

1. Type of Equipment: _____

Phase 120 _____ Watts: _____ Volts: _____

Phase 240 _____ Amps: _____ Volts: _____

2. Type of Equipment: _____

Phase 120 _____ Watts: _____ Volts: _____

Phase 240 _____ Amps: _____ Volts: _____

3. Type of Equipment: _____

Phase 120 _____ Watts: _____ Volts: _____

Phase 240 _____ Amps: _____ Volts: _____

4. Type of Equipment: _____

Phase 120 _____ Watts: _____ Volts: _____

Phase 240 _____ Amps: _____ Volts: _____

5. Type of Equipment: _____

Phase 120 _____ Watts: _____ Volts: _____

Phase 240 _____ Amps: _____ Volts: _____

6. Type of Equipment: _____

Phase 120 _____ Watts: _____ Volts: _____

Phase 240 _____ Amps: _____ Volts: _____

7. Type of Equipment: _____

Phase 120 _____ Watts: _____ Volts: _____

Phase 240 _____ Amps: _____ Volts: _____

OFFICE USE ONLY

POWER USE

120 / 240

____ / ____

120 / 240

____ / ____

120 / 240

____ / ____

120 / 240

____ / ____

120 / 240

____ / ____

120 / 240

____ / ____

120 / 240

____ / ____

BOOTH #:

LOCATION:

POWER TOTALS (office use only):

Vendor Representative Name (please print): _____

Date: _____ Signature: _____

Chinese Festival '10 | September 12, 2010 | Military Park at White River | 12 noon to 8pm

Contact us: ywang@indy.gov | (317)327-3794 | Fax (317) 327-3980



Quick Facts:

BOOTH PACKAGE:

One (1) 6' Table
Two (2) Chairs
Electricity will be provided if requested

EXHIBIT BOOTH IMPORTANT DATES:

- Deadline for **Food** Vendors August 20, 2010.
- Deadline for **non-food** vendors August 27, 2010.

EXHIBIT MOVE-IN:

Sunday September 12, 2010 9am - 11am
All exhibits must be fully installed by 1:00 p.m.

EXHIBIT LOCATION & HOURS:

Sunday September 12, 2010 12 noon to 8pm Military Park
All exhibits must be open and manned during exhibit hours

EXHIBIT MOVE-OUT:

Sunday September 12, 2010 AFTER 8:00 p.m.

**Mayor's Office of International and Cultural Affairs
Office of the Mayor
2501 City-County Building
200 East Washington Street
Indianapolis, IN 46204**